



DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CHILDREN'S ADMINISTRATION

CA Children's Administration

RELATIVE CAREGIVER PLACEMENT CHECKLIST
(RCW 74.15.020(2)(i-iv))

NAME OF FAMILY:	DATE OF PLACEMENT:
NAME OF CHILD:	
<p>The placing worker is responsible for completion of all the following requirements within 72 hours of OPD.</p> <p>The starred (*) items must be completed prior to any placements or by the next business day if placement occurs after hours.</p> <p>DATE COMPLETED</p> <p>_____ *CAMIS history review & clearance.</p> <p>_____ *Criminal history checks (WSP, local LE and/or Tribal law enforcement)</p> <p>_____ *Home visit and check for obvious safety hazards.</p> <p>_____ *Review of the reason for placement and known information about the medical status and special needs of the child.</p> <p>_____ *Review of protection issues with the relative caregiver including whether contact is allowed with the birth family.</p> <p>_____ *Provide a copy of "Relative Guide to CPS" (DSHS 22-492).</p> <p>_____ Advise relative of the availability of financial support and services:</p> <div style="margin-left: 40px;"><ul style="list-style-type: none">• Foster care licensing• TANF Benefits<ul style="list-style-type: none">• Medical coverage• Training opportunities</div> <p>_____ Review of the Relative Placement Agreement with the family and signing of the agreement. (DSHS 15-281)</p> <p>_____ Complete the Relative Intake (DSHS 10-392)</p> <p>_____ Two verbal reference checks.</p> <p>_____ If applicant has not resided in the state for the past three years, then initiate FBI check.</p> <p>Comments:</p> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>	
NAME OF PLACING WORKER:	DATE COMPLETED: